



King County
LEAD MECHANIC
(Safety-Sensitive Position*)
DEPARTMENT OF TRANSPORTATION
METRO TRANSIT DIVISION/VEHICLE MAINTENANCE SECTION
Hourly Rate: \$29.58
Job Announcement: 05AB5452
OPEN: 8/31/05 CLOSE: 9/15/05

*Applicants for positions defined as safety sensitive are required to undergo drug testing prior to employment and, subsequent to commencement of employment, will be subject to random, post accident, reasonable suspicion, return to duty, and follow up drug and alcohol testing in compliance with federal DOT alcohol and controlled substances testing program protocols.

WHO MAY APPLY: This represented position is open only to **Transit Division employees who have completed two years of current, full-time journey level service at Metro within the classification to be led** (overtime hours not applied) as of the closing date of this job announcement. This recruitment will be used to fill one current vacancy and may be used to establish an eligibility to fill future vacancies that may occur over the next twelve months.

WHERE TO APPLY: Required forms and materials **must** be sent to: 201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104 or hand-delivered to the Career and Employment Center at 201 S. Jackson Street, Floor 1A. Application materials must be received **by 4:00 p.m. on the closing date.** (Postmarks are NOT ACCEPTED.) Contact Adrienne Bunney at (206) 684-1087 or adrienne.bunney@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. All written correspondence will be sent to the address on your paycheck. You are responsible for notifying Human Resources within two (2) working days of any change of address.

FORMS AND MATERIALS REQUIRED:

- [King County safety sensitive application form and data sheet](#)
- Resume
- Letter of interest detailing your background and describing how you meet or exceed the qualifications

WORK LOCATION/ WORK SCHEDULE: Assignment may be to any of the Vehicle Maintenance base locations. Positions in this classification work 40 hours per week and are overtime eligible. Shift work; hours may vary.

DUTIES AND RESPONSIBILITIES: This position performs a wide variety of skilled mechanic, repair, overhaul and maintenance work. Duties include:

- Train new and current employees in maintenance, repair and safety procedures and other work regulations.
- Provide lead direction to assigned mechanics; advise employees of performance issues and violations of established policy and procedures and report such violations to the chief when necessary.
- Perform data entry and monitoring functions associated with a computerized work order system.
- Perform other related duties as assigned.

QUALIFICATIONS: Two years of journey-level mechanic experience at Metro and possession of a Washington State Class A commercial driver's license (CDL) and CDL Medical Certification are required. Additional qualifications include:

- Completion of a two-year community college automotive mechanics course, a recognized apprenticeship program, or the equivalent of on-the-job training is required.
- Journey-level knowledge of the maintenance and repair of a variety of complex gasoline and diesel engines, and light-and heavy-duty transmissions and related components.
- Proficiency in using Vehicle Maintenance's computer software work order system, to include data entry, extraction and equipment dispatch.

DESIRABLE QUALIFICATIONS: The most competitive candidates will have experience in the repair and maintenance of coaches and other Transit vehicles and possess lead or supervisory experience over other personnel involved in repair and maintenance of such vehicles.

NECESSARY SPECIAL REQUIREMENTS: The job requires considerable physical skill and sustained periods of physical effort. The position requires heavy lifting, with assistance, of up to 100 pounds.

SELECTION PROCESS: There are four (4) parts to the process.

Part I: A record review, as outlined below, will be conducted for those applicants who demonstrate their competitiveness by meeting the minimum qualifications. Candidates who pass the record review will proceed to the next part of the recruitment process. Points accrued in the review will not be carried over and added to points received on the written exam (i.e. points will not be added or subtracted from the written exam results based upon the work record).

Upon completion of a record review, the hiring authority will issue notification slips for candidates to review the results of the work record evaluation. Candidates will be asked to sign their work record calculations worksheet in the presence of the hiring authority, who will also sign it. If there are discrepancies or disagreements about the work record evaluation, they must be resolved prior to the hiring authority submitting the record review form to Transit Human Resources.

RECORD REVIEW CRITERIA:

- All calculations are based on the fact that the applicant is a current, full-time journey-level Transit Vehicle Maintenance employee within the classification of Mechanic.
- Work record calculations will be based on the employee's most recent twenty-four (24) months of full-time work history at King County Metro.
- Employees must have worked at least 1,200 hours in each of the last twelve months. For employees that may have worked less than 1,200 hours per year due to FMLA protected leave, records will be reviewed beyond twenty-four (24) months for the equivalent amount of leave time.
- Employees with an annual performance appraisal rating in the previous twenty-four (24) months lower than 3.00 (satisfactory) will not be considered for this recruitment.
- Applicants will be screened out of the selection process if the record review totals **15 or more points**.
- Points will be assigned within each of the following work record categories:

Unexcused Absences	8 points each (previous 12 months)
Late Occurrences	3 points each (previous 180 days)
Major Infractions	15 points (previous 24 months)
Minor Infractions	5 points (previous 12 months)
Suspension or decision making leave	10 points (previous 24 months)

Part II: A written exam will be given to all applicants who meet the work record calculation threshold requirement. This exam has been developed with the assistance of current Vehicle Maintenance Transit Supervisors, Chiefs and Lead Mechanics. It will include, but not be limited to, a multiple choice exam, a written test including problem solving segments, assessing judgment in handling difficult situations, policies, procedures, the labor agreement, calculating time, and working with tables and charts. This will be a closed book exam. This test may include the use of a computer.

Part III: The most competitive candidates may be invited to participate in a panel interview. Candidates will not be allowed to bring notes or other written materials into or out of the interview.

Part IV: Transit management will make the final selection of candidate(s) to be hired and/or placed on an eligibility list based on the outcome of the recruitment process. If an eligibility list is created it will remain in effect for twelve months, or until exhausted, at the discretion of the hiring authority. Final offers of employment are contingent upon satisfactory reference checks and an acceptable driving record.

UNION MEMBERSHIP: This position will be represented by Local 587 of the ATU.

CLASS CODE: 750400